

## APPLICATION PROCEDURES

- Application Fees Payable to the Indiana Department of Homeland Security
  - a. Resident wholesaler, distributor, manufacturer or importer = \$ 1,000 annual registration fee (on an application form to be provided by the Division of Fire and Building Safety)
  - b. Per location fee to be paid each year by retailer selling consumer fireworks (submitted with the application for registration):
    - \$1,000 for 1<sup>st</sup> location (class 1 structure, tent or temporary structure)
    - \$200 for each additional Class 1 structure or temporary structure location
    - \$500 for each additional tent location
- A Retailer selling consumer fireworks shall file a completed application with the Division of Fire and Building Safety for each retail location at which consumer fireworks are to be sold (on a form to be provided by the Division of Fire and Building Safety)
- Annual registration requirements to obtain a Certificate of Compliance for the Retail Sale of Consumer Fireworks
  - File an application on a form to be provided by the Division of Fire and Building Safety.
  - Pay the required registration fee(s)
  - Submit either:
    - 2006 Certificate of Compliance for that location;
    - or**
    - Submit an affidavit executed by a responsible party with personal knowledge, establishing that consumer fireworks were sold at retail or wholesale from a structure at the same location as of a date set forth in section 4.5(b)(1), 4.5 (b)(2) or 4.5(c) of the statute, or form a tent as of a date set forth under section 4.5(a)(9) of and
      - Proof of sale of consumer fireworks from that location. (Example such as: A bill of lading with location address and type of product delivered or other documentation to substantiate that consumer fireworks were sold from the specific location.)
      - Copy of lease showing applicant as lessee or copy of Deed showing current ownership.
  - Submit a floor plan indicating retail space layout of merchandise for each retail sales location (only if product **WILL NOT** be at the location on the inspection date)
- Once application is received and entered into database, inspector will be notified by computer of the date and time indicated on the application when the facility will be ready for inspection. Inspection of each facility will be scheduled by the inspector. Every attempt will be made to accommodate the date listed on the application.
- Certificate of Compliance **WILL NOT** be available until the property has been inspected and found in compliance by a representative of the Division of Fire and Building Safety.
  - Once inspection is completed an e-mail will be sent to the e-mail address provided on the application stating that the Certificate of Compliance is ready to be printed, click on the link provided and print the Certificate of Compliance.
    - If the link provided does not work, you may access our web page at [www.in.gov/dhs](http://www.in.gov/dhs) Fire and Building Safety, Fire Code Enforcement, Fireworks Retail/Consumer – Check Status – Print Permit. The same applies to Wholesale Certificate of Compliance [www.in.gov/dhs](http://www.in.gov/dhs) Fire and Building Safety, Fire Code Enforcement, Fireworks Wholesale – Check Status – Print Permit
  - Once inspection is completed for a facility for which an e-mail address was not provided on the application; the Certificate of Compliance will be mailed from the office or if you have internet access you may follow the directions above and obtain a copy of your Certificate of Compliance.
- Each Manufacturer, Distributor, Wholesaler or Importer shall provide to the Division of Fire and Building Safety, not later than June 1 of each year, a list of locations at which Section 8(a) fireworks are to be sold.